**Ridgefield Police Department** APPLICATION FOR POLICE SERVICE

***\*\*\*Requestor to complete sections A,B,C and staple deposit check to this application\*\*\****

**Section A: Customer Information**

Individual/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Representative Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Non-Profit Tax ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Permit Number (If Construction): \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section B: Event Information**

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Attendance Expected: \_\_\_\_\_\_\_\_\_\_\_\_

Event Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Police Cruiser: Y / N

Event Start Time: \_\_\_\_\_\_\_ Event End Time: \_\_\_\_\_\_\_ # Of Officers Requested: \_\_\_\_\_ Alcohol Served: Y/N

**Section C: Payment Information**

Bill To (Name and Address): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Requestor Signature and Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***By signing this document, you agree to assume responsibility to the Town of Ridgefield for the above rendered services.***

***The individual or entity ordering said service is responsible for checking coverage for the scheduled event by calling Ridgefield Police Department Communications at (203) 438 – 6531 prior to the event.***

***\*\*\*Your event is not guaranteed to fill unless otherwise arranged with the Uniform Division Commander\*\*\****

Police Union Collective Bargaining and Billing Information

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| 1. Initial deposit of $50.00 per hour (4 hours minimum) per officer for all requested hours due with submission of this application. If this does not cover the cost of the service, you will be billed for additional costs above the deposit.
2. Cancellations must be made at least 12 hours prior to scheduled start time of the event. If you do not cancel prior to 12 hours before the start of the event, you will be billed for the fully scheduled event (minus the $24.00 per hour cruiser cost).
3. On site time of the assignment that exceeds the scheduled time shall be paid in one hour increments to the next full hour.
4. If the job exceeds 4 hours, but is less than the time you scheduled the officer(s), you will be responsible to pay the full amount scheduled (minus the $24.00 per hour cruiser cost).
5. Jobs requested between the day after Memorial Day and the day before Labor Day (weekends only from Friday at 4:00pm to Sunday at midnight) and work performed on an outside duty assignment involving construction work, utility or tree work any day of the week from 6:00pm to 6:00am, on weekends and holidays will be subject to double time pay for the officer(s) scheduled.
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**RIDGEFIELD POLICE USE ONLY:**

OFC. RECEIVING REQUEST/DEPOSIT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE/TIME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CHECK AMOUNT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ CHECK #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_